



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,686 - \$3,264

**CONSUMER COMMUNICATION BUREAU
LOS ANGELES**

RESPONSIBILITIES: Under the direction of a Supervising Insurance Compliance Officer, the Office Technician will perform duties to include but no limited to: processing all time-sensitive incoming mail; delivering and retrieving files to/from the staff members; properly filing cases in the file room; utilizing various computer applications to compile and provide statistical information to management on a monthly basis, and fully prepare files to be stored. The incumbent has full responsibility for the functions of the front reception desk which is the first point of contact for the public with the California Department of Insurance. This consists of communicating effectively with the public and directing them to obtain appropriate assistance.

DESIRABLE QUALIFICATIONS:

- Good typing skills;
- Demonstrated skill in various computer applications, including Microsoft Word, Excel and Outlook;
- Excellent communication skills;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks;
- Ability to maintain a courteous and professional demeanor at all times with staff and the public.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to , Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Office Technician (Typing) #"373-1139-002" on the State application.** For additional information, please call (916) 492-3423.

FINAL FILE DATE: August 17, 2012 – Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position.

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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